

Title:

VICE DIRECTOR OF CIVIL DEFENSE

I. IDENTIFYING INFORMATION

Position Number: 102258
Department: Defense
Division/Branch: Civil Defense
Geographic Location: Fort Ruger, Kaimuki

II. INTRODUCTION

The Vice Director of Civil Defense is the chief administrative assistant to the Director of Civil Defense and, in the absence of the Director, has all the duties, responsibilities and authorities of the Director, reporting directly to the Governor on all matters concerning civil defense. This position also serves as Chief, Civil Defense Division, Department of Defense.

The organizational unit is the Civil Defense Division, Department of Defense. Its functions are (1) to coordinate the activities of all organizations for civil defense within the State, public or private, and to maintain liaison with and to cooperate with other civil defense agencies, (2) to develop emergency plans for and a capability to manage the total resources of the State, and (3) to formulate and carry out programs for disaster relief (Chapters 127 and 128, HRS).

Upon declaration of a civil defense emergency the Civil Defense division becomes the nucleus of an emergency state headquarters in direct support of the Governor. The Emergency Operating Center's functions are the coordination and direction of all government, business and individual actions and activities throughout the State (Chapter 128, HRS).

The duties and responsibilities of the position of Vice Director are to provide executive direction and coordination to the functions described above.

I. MAJOR DUTIES AND RESPONSIBILITIES

- A. Program Direction, Control, and Organization 45%
1. Directs and coordinates efforts of the civil defense staff; approves staff recommendations and proposed actions; establishes performance standards. Generally supervises the total civil defense program.
 2. Develops plans and programs to carry out goals and objectives of civil defense and disaster relief. Assigns responsibilities for program accomplishment and ensures goals are met.
 3. Determines the specific activities within the civil defense roles of State departments and agencies designated by the Director or Governor. Oversees the enlistment of local and private participation, mobilizes statewide support of various programs and evaluates progress and prepares reports.
 4. Directs the implementation of the Civil Defense organization and staffing program throughout the State to include the recruiting, training, outfitting and assigning of such staff as shelter managers, medical aides, drivers, rescuers, drivers, radiological monitors, communications technicians, mass care personnel, and administrative and support personnel. Coordinates the program with the recruitment and assignment of State, county and private industry personnel to the Civil Defense organization; and coordinates plans at county levels to ensure that the program is operational.

5. Plans for the management of State resources in an emergency during the post-event period. Directs the Hawaii Emergency Resources Planning Program that has as its primary objective the economic stabilization of the State subsequent to a major disaster. This program is the backbone for the orderly economic recovery of the State and requires close coordination and planning with top business executives. Coordinates the program with the Federal Preparedness Agency of GSA.

6. Directs the planning for the continuity of State operations in the event of a major disaster and for the necessary emergency activities as dictated by the evaluation of remaining resources after the event. Plans for the allocation, control of transportation and maintenance of economic stabilization and censorship.

7. Reviews and approves long range and annual programs of each county and may make recommendations on such programs to the Federal Regional Office.

B. Operations and Preparedness Planning 35%

1. Vice Director assumes a major portion of the administrative and coordinative duties in directing the activities of the Civil Defense Plans for the State and the four counties. Promulgates the planning, develops basic guidelines and assumptions, and directs execution and testing of the Plans for Emergency Preparedness and Natural Disaster Plans. Reviews supporting plans of the counties and State departments.

2. In conjunction with the National Plan, Vice Director supervises coordinative efforts of the State and counties, ensuring that operational instructions are disseminated and understood by all levels. Vice Director tests these plans by exercises and alerts; reviews results to determine effectiveness and worth and ensures that action is taken to make changes and corrections as necessary. Promulgates changes to emergency plans as developments occur in the technology and improvement of weapons of mass destruction or acts of terrorism.

3. Maintain the State Civil Defense organization in a proper state of readiness to meet emergencies. During an operational exercise or an actual emergency or disaster, the Vice Director is responsible for the staffing and operation of the Emergency Operating Center in Birkhimer Tunnel, Diamond Head Crater, and Harlow Tunnel and the Emergency Broadcast System (EBS). Vice Director supervises the emergency operations from the EOC; coordinates and authorizes dissemination of disaster information for the Director emanating from the EBS studios.

4. Directs the development and execution of shelter programs for the State and coordinates the program with the Federal agencies and local governments; and initiates independent shelter surveys when necessary.

C. Coordination 10%

1. Vice Director coordinates programs with heads of State departments, civil defense deputy directors (county mayors), county civil defense administrators, Federal agencies within the State, other state civil defense agencies, headquarters of military services and the Defense Civil Preparedness Agency, Federal Preparedness Agency and the Federal Disaster Assistance Agency.

2. Serves as the representative of the Director and/or the Governor in dealings with the Mayors of the four counties to stimulate vigorous participation in civil defense and resources management planning, organization and training; and resolves problems at the county levels.

D. Fiscal Review

5%

1. Reviews the overall budget program for the Civil Defense Division and makes recommendations to the Director; justifies project applications and programs and presents such justification to the Department of Budget and Finance, the Governor and the Legislature. Coordinate acquisition of property to support program activities.

2. Reviews and approves (1) county civil defense staffing patterns and requests for Federal civil defense funds; (2) county project applications submitted in accordance with applicable State and Federal laws; (3) project applications by State agencies and county governments for State natural disaster support (Chapter 127, HRS) and Federal natural disaster support.

E. Public Information 5%

1. Directs the statewide Civil Defense Information and Education Program utilizing the media of press, radio, television and instructional publications.

2. Directs the preparation of survival brochures prepared in consonance with disaster preparedness.

IV. CONTROLS OVER THE POSITION

Position is under the general direction of the Director of Civil Defense, (TAG) Position No. 100126. Vice Director is delegated broad authority and powers by the Director and has wide latitude to establish policies, make decisions, formulate plans, issue directives and control the overall operation of the State Civil Defense organization, and direct the four county civil defense agencies in their operations. Vice Director keeps the Director informed through discussions, briefings and memoranda.

V. QUALIFICATION REQUIREMENTS OF THE WORK

A. Education and Experience: Graduation from an accredited college or university with specialization in public or business administration or a related social science; and six (6) years of responsible administrative or executive level experience of which three (3) years shall have been in a top administrative capacity; or any equivalent combination.

B. Knowledge of: Civil defense laws; Federal legislation affecting civil defense administration at the local level; principles of organization and administration; international and military factors affecting civil defense organization; geography and development of the Hawaiian Islands; State of Hawaii government organization and its political subdivisions; public relations.

C. Ability to: Coordinate activities of large numbers of government, industry, business agencies and volunteer organizations affected by civil defense; work with the mayors of each county and other government officials; speak effectively before large groups; analyze problems; and act decisively in emergencies.